

# **CITY OF HILLIARD**

## **Division of Police**



**HIRING PROCESS & STANDARDS**

**Police Officer**

*Updated: January 2014*

# Hilliard Division of Police



**J. Douglas Francis**  
Chief of Police

January, 2014

Dear Police Officer Applicant,

Thank you for taking the first step towards becoming a police officer with the Hilliard Division of Police.

To wear the uniform of a Hilliard Police officer is a significant accomplishment and demonstrates a person's willingness to "Accept the Challenge" of making this community a better place to live, work and play. Each day brings new opportunities for us to make a difference and to improve the quality of life for our citizens. As a Hilliard police officer we expect you to make a difference and to be a person of character. To accomplish this we search for people who demonstrate in their daily lives our core values of integrity, commitment, cooperation and professionalism.

The attached document contains an explanation of the hiring process and standards of employment for the Hilliard Division of Police. Our standards are high and the process is lengthy but the results produce a pool of candidates of the highest quality who are able to responsibly execute the duties and responsibilities of a police officer. As an agency we seek to hire police officers who represent our community's values and are responsive to the changing needs of our City.

The Hilliard Division of Police is a dynamic and growing organization that offers many opportunities for personal growth and job satisfaction. The salary and benefit packages offered by the City of Hilliard are exceptional and reflect the City's commitment to quality.

The selection of police officers is guided by the Hilliard Civil Service Commission and overseen by the Human Resources Department. I encourage you to fully read the attached document in order to prepare yourself for the hiring process. If you have any questions, please feel free to contact our Human Resources Department at 614-876-7361. I wish you the best in your employment endeavors.

Sincerely,

J. Douglas Francis  
Chief of Police



## CITY OF HILLIARD

### Division of Police

## HIRING PROCESS & STANDARDS

### Police Officer

Hilliard H.R. Classification #:

**01**

FLSA Status:

**Non-Exempt**

Service Type:

**Classified**

Probation Period:

**360 Days**

Publication/Revision Date:

**01-16-2011**

### Nature of Work – General Description

Under the direct supervision of a Sergeant or Senior Officer in Charge, a Police Officer patrols a designated area ensuring compliance with all applicable State laws and City ordinances; answers calls when a crime is suspected or an emergency exists; takes such action as necessary to prevent crime and/or to apprehend a criminal; maintains safety; assists citizens in a wide range of emergency and non-emergency situations; and performs other related duties, tasks, and assignments as required and directed by an Agency Supervisor or the Chief of Police. The Hilliard Division of Police subscribes to the "Community-Oriented Policing" philosophy and therefore the primary emphasis of the position involves community service. Officers are required to take a problem-solving approach to the situations they encounter on a day-to-day basis and to interact with the residents on a regular basis within the City of Hilliard to address relevant concerns facing the community.

### Policy Statement

It is the policy of the City of Hilliard to prohibit work place harassment and discrimination of any candidate or employee on the basis of race, color, ancestry, religion, creed, national origin, sex, age, veteran status, disability, and/or any other characteristic protected by federal, state or local law. Harassment and discrimination in any form shall not be tolerated within the Hilliard Division of Police. The Hilliard Division of Police supports the principle of equal opportunity employment and non-discrimination in all employment practices. All employees have the right to work in an environment free of harassment and discrimination, which encompasses freedom from sexual harassment. The following selection process reflects our commitment to equal opportunity employment and non-discrimination.

### Minimum Qualifications

- High School Diploma, G.E.D. or equivalent certificate.
- Attained the age of 21 years on or before the date of the written examination.
- Has not obtained the age of 35 years prior to application or appointment. (The Director of Public Safety may authorize the granting of constructive credit for acceptable past experience.)
- Possession of a valid Ohio Driver's License at time of appointment.

- Must be a United States citizen.
- Successful completion of a State certified Peace Officer basic training program. (Not required prior to appointment; however, if a new Officer, at time of appointment, has not completed such a training program, they must enter such a program immediately upon appointment.)
- Ability to acquire and maintain certification (pursuant to state standards) for the operation of on-duty and off-duty firearms (i.e. shotgun, AR-15, 9mm, 40 caliber or .45 caliber handgun).
- Background must be free of prior felony convictions.
- Successful completion of all phases of the Selection Process prior to appointment.
- Meet all other qualifications as specified in the City of Hilliard Classification description for Police Officer.

#### **Statement of Standards**

The public places a higher standard of behavior for Police Officers than they do for most other occupations in both the public and private sectors. For this reason it is expected that a candidate for the position of Police Officer must demonstrate, through a comprehensive review of their past history, a higher standard of personal character than would be required for other positions in non-law enforcement areas of employment.

Hilliard Division of Police standards of expectations are established as qualifying/disqualifying criteria and these standards are applied to all candidates.

#### **Causes for which a Candidate may not be considered for the position of Police Officer**

- Failure to appear for any required step in the selection process, or any acts of non-compliance.
- Failure to pass a required examination or test including any physical fitness test administered by the Division of Police or any basic police academy.
- Falsification of any material facts during the application process.
- The use of cocaine, heroin, LSD, crack, methamphetamine or PCP.
- The use of marijuana or other hallucinogens, narcotics, prescription drugs (without prescription), steroids, or any other illegal drugs and narcotics within the preceding twenty-four months prior to application.

- The current use of alcohol to a level that would indicate abuse, dependency, or level of inability to function without the use of alcohol for any period of time. Applicant must show a recovering history of non-use of at least two consecutive years prior to application.
- Illegal sale of or conviction for illegal sales of any controlled substance or contraband.
- Admission or conviction of any felony offense committed as an adult.
- Any conviction of a M-1 or M-2 misdemeanor as defined by the federal, state or local law of the jurisdiction where the offense occurred, as an adult in the past five years or more than one M-1 or M-2 conviction as an adult.
- Any conviction of more than one M-1 or M-2 misdemeanor as defined by the federal, state or local law of the jurisdiction where the offense occurred, as a juvenile.
- Any pattern of theft offenses from an employer or during the course of employment as an adult.
- Having two or more moving violations within the proceeding twelve months prior to application.
- Having SIX points or more on driving record within the past twenty-four month period prior to application.
- Having been convicted of OVI within the past six-year period prior to application.
- Having been placed under a 12 point suspension within the past six year period prior to application.
- Having received a Dishonorable Discharge from military service or having a General Court Martial.
- Filing fraudulent claims for insurance, welfare, unemployment compensation or other public assistance programs.
- Having a continuing history of financial or credit problems to include; garnishments and bankruptcy.
- An employment history which includes any of the following: termination, resignation in lieu of discharge, excessive absence/tardiness, inability to get along with others, or any adverse disciplinary actions.
- A finding of contempt by a court for failure to provide for family/dependents as ordered by the courts or for which a legal obligation of care exists.
- Any violation of a Protection Order.
- Admitted physical/sexual or emotional abuse of one's spouse, ex-spouse, child, stepchild, parent or any other relative or person with whom one had lived or has had a relationship.

- Non-compliance with a court order or legal contract to provide child support, alimony or other financial responsibility determined by finding of any court of law.
- A past history of association or involvement with any illegal gambling activities or any other organized crime.
- Any documented or admitted history of racial, ethnic, or social intolerance (i.e. hating or shunning another person or group due to differences they possess.)

### Personal Appearance Standards

The City of Hilliard, Division of Police prohibits visible tattoos, body markings, and most body piercings or other body alterations.

Tattoos/body markings, except those on the head, neck and hands, are permitted for agency employees; however, all tattoos/body markings are prohibited from being visible while working in any authorized uniform or attire. Tattoos (visible or not visible) that are obscene, commonly associated with gangs, extremist, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination are strictly prohibited.

Body piercing or alteration to any area of the body that is visible in any authorized uniform or attire and is a deviation from normal anatomical features and that is not medically required is prohibited. (Earring piercings are excluded from this policy; however are limited.) Such body alteration includes, but is not limited to, the following:

1. Tongue, nose, eye or brow splitting or piercing.
2. The complete or transdermal implantation of any material other than hair replacement or breast augmentation.
3. Abnormal shaping of the ears, eyes, nose or teeth.
4. Branding or scarification.

Dental Alteration or Ornamentation - Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc. The use of yellow gold, white gold, or platinum caps (permanent or temporary) merely to add ornamentation to the teeth and not required by dental/medical necessity is prohibited.

Tattoos/body markings that would be visible while working in any authorized uniform or attire must be surgically/laser removed as a condition of employment. Visible body piercings or alterations must also be surgically repaired, returning the body alteration to a normal/acceptable condition as a condition of employment.



## **Police Officer Selection Process Summary**

The following is an outline of the various phases in the Police Officer Selection Process:

**WRITTEN EXAMINATION** - Each qualifying candidate will be notified as to the examination date, time and location. The Hilliard Civil Service Commission conducts the examination. Photo identification will be required prior to admittance into the examination room.

**ELIGIBILITY LIST** - The Civil Service Commission will notify candidates who successfully pass the written examination. Upon receipt of notification from the Division of Police to fill a vacancy, the Civil Service Commission shall certify the names and addresses of the top candidates standing highest on the eligibility list.

**PHYSICAL FITNESS EXAMINATION** – Each candidate will be required to pass the Cooper's Institute Standards for Law Enforcement Physical Assessment test. The performance requirement is that level of physical performance that approximates the 15th percentile for each age and gender group. (See the attached addendum for these standards.) The top candidates who pass the written examination will be notified of when and where to appear for these tests.

**DIVISION HIRING BOARD**– The Division Hiring Board will interview the top candidates. This Board may be made up of representatives of the Hilliard Division of Police, local citizens, school and community leaders. The Board will then make recommendations to the Chief of Police as to each candidate's position on the list.

**POLYGRAPH / CVSA EXAMINATION** - A polygraph or CVSA examination will be administered to each candidate. A trained and certified examiner will administer the polygraph/CVSA examination. The results of the polygraph/CVSA exam will not be used as a single determinate of employment status. However, any finding of deception to relevant questions during any part of the polygraph/CVSA exam may eliminate the candidate from further consideration.

**COMPLETE BACKGROUND INVESTIGATION** - A thorough background investigation will be initiated on each candidate. The purpose of the background investigation and record check is to assist the City in reaching a determination regarding each candidate's suitability for employment. Each candidate must sign a release authorizing investigators to obtain personal, legal, civil, work, credit history or any other information deemed pertinent to the background investigation.

The Division will check for criminal, civil and traffic records. Each candidate's name will be entered into state and national computers for warrants and records. Fingerprints will be taken for each candidate and submitted for state and federal screening.

Findings of the investigator may be used in combination with the results of other phases of the process in determining whether a candidate should be disqualified from the process or should be given further consideration. The findings of the investigation may be used as a reason for disqualification from the process if the nature of these findings warrants disqualification.

The background investigation will consist of, but not be limited to, the following:

- Verification of the candidate's credentials, education, achievements, past and present employment, age, residence, citizenship, and driver's license.
- Interviews with past and present employers, neighbors, school officials, and personal references.
- A review of each candidate's history, i.e., family, military, gambling, credit and substance abuse.
- Criminal, traffic and civil court history.

**FINAL INTERVIEWS** – A list of candidates passing the background investigation will be presented to the Chief of Police for consideration. A series of final interviews will be conducted by the Chief of Police and may be attended by other representatives of the City of Hilliard, including but not limited to, the Director of Public Safety, Director of Human Resources and other officials as determined by the City. The purpose of these interviews is to select a final candidate or candidates for employment with the Division of Police. After these interviews the Division will make a conditional offer of employment to the top candidate(s) contingent on their ability to pass a medical examination, including drug screen and psychological examination.

**MEDICAL EXAMINATION** - A complete and thorough medical examination and stress test will be conducted on each candidate to whom a conditional offer of employment has been extended. A licensed physician will conduct the medical examination. The medical examination will be conducted for the purpose of ensuring that a candidate possesses the general health status necessary to perform the essential job functions of a Police Officer and that no medical condition exists that would pose a direct threat to the health or safety of themselves or others. Generally accepted medical and health standards will be the basis of this examination process. The following medical standards are minimum requirements for performing the essential job functions:

- No current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure
- Vision requirements are based on vision acuity, depth perception and color perception. Distant visual acuity of at least 20/20 (snellen) in each eye without corrective lenses or visual acuity separately corrected to 20/20 (snellen) or better with corrective lenses. Distant binocular activity of at least 20/20 (snellen) in both eyes with or without corrective lenses, field vision of at least 70 degrees in the horizontal in each eye and must be free of any other eye disease or color deficiencies.
- No loss of a foot, leg, hand, arm, or eye.
- No impairment of a hand, fingers, arm, foot, or leg, or other significant limb or limitation which interferes with the ability to perform the essential job functions.
- No established medical history or clinical diagnosis of a respiratory dysfunction.



- No current clinical diagnosis of high blood pressure. (NOTE: If candidate's blood pressure exceeds acceptable limits, candidate should be advised to seek medical treatment and, after three (3) months of treatment, they may be reexamined for certification under this standard should another position for police officer become available.)
- No established medical history or clinical diagnosis of a rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease.
- No established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness.
- Hearing - Perceives a forced whispered voice in the better ear at not less than five (5) feet with or without the use of a hearing aid, if tested by use of an audio metric device. Does not have an average hearing loss in the better ear greater than 40 decibels at 500 Hz, 1,000 Hz, and 2,000 Hz with or without a hearing aid when the audio metric device is calibrated to the American National Standard.
- Does not use a schedule I drug, amphetamines, narcotics, or any other habit forming drug, except such use as prescribed by a licensed medical practitioner.
- Has a minimum acceptable level of body fat composition, by age, according to the Cooper Standards at or above the 10th percentile.

**DRUG TESTING** - the City of Hilliard requires, as a condition of employment, that all qualified applicants being considered for City employment complete a post-offer, pre-employment drug screen prior to reporting for duty. Any conditional offer of employment is contingent upon, among other things, satisfactory completion of this screening and the City's determination that the applicant is capable of performing the responsibilities of the position offered.

It is the City's policy to schedule all persons who have received a conditional offer of employment for a pre-employment drug screen 72 hours prior to their scheduled date of hire. The 72-hour period begins on the date and time the applicant is scheduled for the drug screen.

**The City will give further consideration only to those applicants with a conditional offer of employment whose drug screen results are "NEGATIVE."**

On very rare occasions, an applicant's test result is "NEGATIVE-DILUTE." When this happens, the City will provide the applicant with one opportunity to retake the drug test. The retake test will be scheduled within the balance of the original 72-hour period.

The City's Human Resources Department will notify the applicant of the "NEGATIVE-DILUTE" test result by calling one, and only one, telephone number provided by the applicant. If the applicant is unavailable at the time of the call, the Human Resources representative will leave a message informing the applicant of the date and time of the retake test scheduled at the collection facility.

Only the most extraordinary excuse will be considered for not reporting to the collection facility on the scheduled date and time of the retake test. Failure on the applicant's part to arrive on the scheduled date and time will typically result in the applicant's disqualification for employment. Time extensions will rarely be granted outside the original 72-hour period.

**PSYCHOLOGICAL EVALUATION** - A qualified psychological or psychiatric professional will conduct a complete and thorough psychological evaluation. Each candidate will be administered a variety of psychological tests and participate in a variety of procedures and exercises, the purpose of which will be to identify a variety of personality, emotional, and psychological characteristics, traits, qualities, attributes and tendencies. Candidates who possess identifiable personality, emotional, and psychological characteristics, traits, qualities, attributes or tendencies which, in the judgment of the consulting psychological or psychiatric professional reflect a significant potential for unacceptable or undesirable performance of the essential function of the job or would pose a direct threat to the candidate's own health or safety or that of others, will not be considered for employment. The following are considered to be unacceptable, undesirable, or inappropriate, and may result in revocation of the conditional employment offer:

- Antisocial behavioral patterns and attitudes.
- Quick-tempered.
- Inability/unwillingness to accept supervision and to carry out orders of a superior.
- Lack of compassion, sympathy.
- Low level of self esteem or confidence or an inordinately high level of same.
- Inability to accept constructive criticism.
- Inability to deal with verbal abuse in a proper, effective manner.
- Inability to deal effectively with the stress inherent to police work.
- Racial, sexual or other prejudices.
- Lack of good judgment or decision making.
- Inability to assume leadership roles.

**COMPLETION OF BASIC TRAINING** – Candidates must be able to satisfactorily complete a Basic Peace Officer Training Academy program selected by the City. This includes the requirement to pass, at the conclusion of the academy, the Cooper's Institute Standards for Law Enforcement at the level of physical performance that approximates the 50th percentile for each age and gender group. (See the attached addendum for these standards.) During this extended training period (18-30 weeks depending on basic academy chosen) the candidate may be required to live at the academy. Failure to complete the Academy or dismissal from the Academy will result in termination of the employee's employment with the City of Hilliard.

## Addendum #1

### COOPERS INSTITUTE STANDARDS FOR LAW ENFORCEMENT

<b>COOPER STANDARDS CHART</b> <b>Age &amp; Gender Minimum Scores</b> <b>15<sup>th</sup> Percentile</b>		
	<b>Male</b>	<b>Female</b>
	<b>Age 21-29</b>	<b>Age 21-29</b>
Sit-ups (1 Minute)	32	23
Push-ups (1 Minute)	19	09
1.5 Mile Run	14:33 min.	17:53 min.
	<b>Age 30-39</b>	<b>Age 30-39</b>
Sit-ups (1 Minute)	28	18
Push-ups (1 Minute)	15	07
1.5 Mile Run	15:14 min.	19:01min
	<b>Age 40-49</b>	<b>Age 40-49</b>
Sit-ups (1 Minute)	22	13
Push-ups (1 Minute)	10	05
1.5 Mile Run	16:09 min.	20:49 min.

<b>COOPERS STANDARDS CHART</b> <b>Age &amp; Gender Minimum Scores</b> <b>50<sup>th</sup> Percentile</b>		
	<b>Male</b>	<b>Female</b>
	<b>Age 21-29</b>	<b>Age 21-29</b>
Sit-ups (1 Minute)	40	35
Push-ups (1 Minute)	33	18
1.5 Mile Run	11:58 min.	14:15 min.
	<b>Age 30-39</b>	<b>Age 30-39</b>
Sit-ups (1 Minute)	36	27
Push-ups (1 Minute)	27	14
1.5 Mile Run	12:25 min.	15:14 min
	<b>Age 40-49</b>	<b>Age 40-49</b>
Sit-ups (1 Minute)	31	22
Push-ups (1 Minute)	21	11
1.5 Mile Run	13:05 min.	16:13 min.